



SCHOOL OF TRUST & FINANCIAL SERVICES

August 20 - 24, 2012 • Topeka, Kansas

ADVANCED TRUST OPERATIONS SCHOOL

August 21 - 23, 2012 • Topeka, Kansas

WHO SHOULD ATTEND

The **School of Trust & Financial Services** provides broad trust instruction appropriate for:

- New trust department personnel (*a minimum of six months trust experience is suggested*)
- Specialized trust personnel seeking to broaden their knowledge
- Trust administrative assistants
- Internal audit staff
- Bank attorneys and officers entering the trust department
- Senior management considering establishing or re-emphasizing a trust department
- Experienced trust professionals desiring to update their trust knowledge and skills

CURRICULUM

Overview of the Trust Industry

Trust Administration

Investments

Fiduciary Income Taxes

Developing Customer Relationships

Retirement Planning

Compliance

Trust Accounting and Securities Processing

Probate and Conservatorships

Estate Planning

Senior Market Relations

(Visit www.schoolsofbanking.com for complete session descriptions)

WHY SCHOOLS OF BANKING?

"It is very crucial to get a comprehensive background in trust and financial services. I really enjoyed the classes. The instructors take time to explain difficult topics. Students probed the instructors to delve deeper into various topics. Asking questions was encouraged, and I feel that's the best way to learn."

- Mark McClain, Trust Officer
The Peoples Bank, Smith Center, Kansas



Sponsored by the Kansas and Nebraska Bankers Associations and the Iowa and Kansas Trust Associations.
Partnering with the Colorado, Minnesota, Missouri, North Dakota, South Dakota and Wyoming Bankers Associations.

www.schoolsofbanking.com

WHO SHOULD ATTEND

Attendance at the **Advanced Trust Operations School** is ideal for:

- Trust operations personnel
- Graduates of the *School of Trust & Financial Services*
- Trust professionals who have a minimum of three years of progressive trust experience
- Trust personnel from all sizes of banks and trust companies

CURRICULUM

- Trust Operations Overview
 - Compliance & Examination Issues
 - Policies & Procedures for Opening & Closing Trust Accounts
 - Principal & Income Accounting
 - Receipts & Disbursements
 - Trades, Settlements & Clearing
 - Understanding Unique Transactions
 - Corporate Actions
 - Trust Operations & Trust Processing System Discussions
 - Why Does the Color of Your Personality Matter?
- (Visit www.schoolsofbanking.com for complete session descriptions)



WHY ADVANCED TRUST OPERATIONS SCHOOL?

"As a Trust Administrative Assistant, attending the Advanced Trust Operations School was very beneficial. After three days of 'why we do it' and 'how to do it' I have a much better understanding of how our trust department works as a whole. This School proved to me that true teamwork and cooperation between the divisions of a trust department is needed to get the job done."

- Colleen Leitschuck, Trust Administrative Assistant
Union Bank & Trust, Lincoln, Nebraska

BENEFITS

Whether individuals attend the **School of Trust & Financial Services** or the **Advanced Trust Operations School** they will have the opportunity to:

- Increase understanding and further knowledge of all functions in the trust area
- Increase understanding of the responsibilities and liabilities of the fiduciary relationship
- Explore current issues and trends in the trust industry
- Gain practical ideas to increase personal productivity and improve department/company performance and profits
- Learn skills and approaches for improving customer development and retention
- Gain an excellent foundation for continued study in the trust field
- Exchange ideas and information with other trust professionals who are at similar places in their careers

GENERAL INFORMATION

Admission: To apply for either School (ATO is limited to 35 students), please submit the attached application and enrollment fee by July 20.

School of Trust & Financial Services (STFS)
\$1,350 - Single Housing
\$1,250 - Double Housing
\$1,150 - No Housing

Advanced Trust Operations School (ATO)
\$900 - Single Housing
\$850 - Double Housing
\$800 - No Housing

Enrollment fees include instruction, scheduled breakfasts, lunches, break service, one reception, classroom materials, four nights lodging for STFS students and two nights lodging for ATO students. **Nonmembers of their State Banking or Trust Association pay an additional administrative fee of \$575 for STFS and \$375 for ATO.**

Any registrant withdrawing in writing by July 20 receives a refund less a \$50 processing fee. Registrants withdrawing July 21 through August 3 receive a refund less a \$288 cancellation fee for STFS and a \$188 cancellation fee for ATO. Registrants withdrawing after August 3 forfeit the entire fee. If a disability or other physical or medical condition might affect your participation, please enclose a letter regarding special needs.

Continuing Education: The **Trust Schools** may meet continuing education requirements for professional, legal, CPA or insurance licenses. Please contact our office for more information. **At least eight weeks notice before the School is required.**

2012 TRUST SCHOOL APPLICATION

For Office Use Only
Date Ack'd _____

PDF Acknow

A PDF fill-in application form is available at www.schoolsofbanking.com

IMPORTANT: Please make a copy of this application for your files. Print or type the following:

Name (as you wish it to appear on diploma)		Nickname (for badge)	Last 4-digits of Social Security #
Your Title		E-mail Address (all confirmations will be made via e-mail)	
Business Telephone Number	Cell Number	Main Bank Name (if different)	
Bank		Main Bank Address (if different)	
Bank P.O. Box and Street Address		Roommate Request, If Applicable (Name & Bank)	
City	State	Zip	In case of emergency, contact (Name & Telephone #)

INFORMATION FOR HOUSING: DOB _____ Male Female Smoking (if available) Non-Smoking
MM/DD/YY

School of Trust & Financial Services (STFS) Fee

\$1,350 Single Housing \$1,250 Double Housing \$1,150 No Housing
Nonmembers of their State Banking Association or Trust Association must include an additional fee of \$575.

Advanced Trust Operations School (ATA) Fee

\$900 Single Housing \$850 Double Housing \$800 No Housing
Nonmembers of their State Banking Association or Trust Association must include an additional fee of \$375.

TRUST EXPERIENCE:

Have you earned the: CFP CTFA CSOP Other: _____

Trust Department Experience:

- 1 Less than 6 months
- 2 6 months - 1 year
- 3 1-2 years
- 4 3-5 years
- 5 6-8 years
- 6 9-11 years
- 7 12-16 years
- 8 17 years or more

Rank Your Three Major Areas of Experience (1= most years)

- 1 _____ Personal Trust
- 2 _____ Employee Benefits
- 3 _____ Real Estate
- 4 _____ Tax
- 5 _____ Trust Administration
- 6 _____ Compliance
- 7 _____ Trust Operations
- 8 _____ Investments
- 9 _____ Estate Planning
- 10 _____ Public Relations
- 11 _____ Business Dev/Sales
- 12 _____ Other: _____

Total Assets of Trust Department/Company:

- 1 \$10 mm and under
- 2 \$11-20 mm
- 3 \$21-50 mm
- 4 \$51-100 mm
- 5 \$101-250 mm
- 6 \$251-500 mm
- 7 \$501 mm-1 billion
- 8 Over \$1 billion

Total Assets of Organization:

- 1 \$20 mm and under
- 2 \$21-50 mm
- 3 \$51-100 mm
- 4 \$101-250 mm
- 5 \$251-500 mm
- 6 \$501-750 mm
- 7 \$751-1 billion
- 8 Over \$1 billion
- 9 Bank Holding Co.
- 10 Other: _____

Educational Background:

- 1 High School
- 2 Some College
- 3 Associates Degree
- 4 Bachelors Degree-Major: _____
- 5 Masters Degree-Major: _____
- 6 Law Degree
- 7 Ph.D.

If applying for ATO, please indicate the year that **you** attended the **School of Trust & Financial Services** on the following line: _____

Did not attend STFS

Check here if your financial institution is a member of the **Kansas Trust Association (KTA)**.
The KTA sponsors a Scholarship drawing for members.

Number of account relationships you have some responsibility for:

- 1 None
- 2 1 - 50
- 3 51 - 100
- 4 101 - 150
- 5 151 - 200
- 6 201 - 250
- 7 251 - 300
- 8 301 - 350
- 9 Over 351

Number of account relationships you have management responsibilities for:

- 1 None
- 2 1 - 50
- 3 51 - 100
- 4 101 - 150
- 5 151 - 200
- 6 201 - 250
- 7 251 - 300
- 8 301 - 350
- 9 Over 351

ENROLLMENT AGREEMENT: I have read the accompanying brochure and agree to abide by assigned housing arrangements and all requirements for completion of this School. I consent to the release of grades and other performance measures to my employer.

Applicant's Signature _____ Date _____

Nominating Officer's Signature _____ Title _____

(Signature indicates approval of the bank or trust company - must be applicant's manager, CEO or president)

Nominating Officer _____ Nominating Officer E-mail _____

(Please type or print)

Return this application and fee by July 20 to: Schools of Banking, P.O. Box 80008, Lincoln, NE 68501-0008
402-474-1555 ■ FAX 402-474-2148 ■ E-Mail: schools@nebankers.org ■ Web: www.schoolsofbanking.com
This institution does not discriminate with regard to race, creed, color, sex, age, religion or national origin.



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